

Checklist for submitting material to Oral History in New Zealand

Element	Actions	Comments
Word Length	Checked	Peer reviewed – 5000-8000
		Reports / other articles – 1500-2000
		Reviews - 800
Spelling	Checked using NZ English	
Text	Checked and follows house Style	Chicago
	Images supplied as separate files	
	Captions supplied in separate document	
	Author details on separate page for articles to be peer reviewed	
Endnotes	Checked and follows house Style	
Abstract	Supplied	
Keywords supplied	Supplied	
Personal biographical description	Supplied	
Images	Permission / rights to publish confirmed	
	List of captions supplied	
	Images as individual files at best quality available	